



Registry of Births Deaths and Marriages Western Australia

If applying for a certificate on behalf of another person, the following must be provided:

- a letter giving permission from the person named on the certificate, or if deceased, the appropriate authorised person (as stated in the Registry's Certificate Access Policy)
- identification for applicant (see page 2 for identification requirements)
- identification of the person who is entitled to the document (see page 2 for identification requirements as stated in the Registry's Certificate Access Policy).
- The applicant must complete the 'Consent to Verification' section

The Western Australian Registry of Births Deaths and Marriages Certificate Access Policy and fees can be viewed at www.justice.wa.gov.au/bdm

Letter of authority from authorised person

Print clearly in block letters

I, _____
(insert name of person named on the certificate, or if deceased, the appropriate authorised person)

of _____
(insert full residential address of abovenamed person)

hereby authorise _____
(insert full name of person you are authorising to apply for the certificate)

who is _____
(insert relationship of authorised person to the person named in the certificate)

to apply for _____
(insert type of certificate required e.g. Birth, Death, Marriage, Change of Name)

Consent to verification

- ☐ I confirm that I am authorised to provide the personal details presented and I consent to my information being checked with the document issuer or official record holder via third party systems for the purpose of confirming my identity.

Contact number: _____ Email: _____

Signed: _____ Dated: _____
(Signature of person named in certificate, or if deceased, appropriate authorised person)

Processing times for certificate applications

Standard - Allow up to 2 working days plus regular postal delivery time.

Priority - Processed within 24 hours of receipt plus express postal delivery time within Australia.

International – Allow up to 2 working days for processing. Certificates will be sent using regular airmail.

Submitting your application

By post

Complete this form and attach clear and legible copies of your identification. Post the form to:

Registry of Births Deaths and Marriages
PO Box 7720 Cloisters Square
Perth WA 6850

In person

Complete this form and lodge it with your, **original** proof of identification and payment to:

Registry of Births Deaths & Marriages
 Level 10/141 St Georges Terrace Perth between
 9.00 am - 4.00 pm Monday to Friday

Faxed or emailed applications will not be accepted.

Identification Requirements

The Registry of Births, Deaths and Marriages uses a third-party system for verification of identity.

If the applicant **does not consent**:

- **Applications submitted by post** must include certified copies of identity documents. One identity document **must** contain a photograph
- **Applications lodged in person** must be accompanied by original identity documents. One identity document **must** contain a photograph

For further information:

- **On verification of documents**, visit www.justice.wa.gov.au/bdm
- **On who can certify your identification documents**, visit www.wa.gov.au

Alternatively, you can contact the Registry on **1300 305 021**

Privacy considerations and personal records

Certificates held by the Registry contain sensitive and personal information. The Registry allows unrestricted access for:

- **Births records:** Occurred more than 100 years ago
- **Death records:** Occurred more than 30 years ago
- **Marriage records:** Occurred more than 75 years ago

The Registry will collect your personal information as part of this application. For more information about how we use, protect, and may share this information, please read the [Department of Justice Information Privacy Statement](#).

Who can apply for a certificate

Information regarding the Registry's Certificate Access Policy is located on our website at www.justice.wa.gov.au/bdm.

If you're not authorised under the Registry's Certificate Access Policy, you must provide written consent from someone entitled to the certificate, along with identification for both yourself and the person you represent. See page 3 for details.

IDENTIFICATION REQUIREMENTS

At least **three (3)** forms of ID **must** be provided for the applicant from the following lists:

- One document from List 1, 2 **and** 3 **or**
- One from List 1 & two from List 2 **or**
- Two from List 2 and one from List 3.
- All forms of ID **must** be **current** (not expired).
- Documents from List 1 **must** contain a photograph.
- Documents from List 3 **must** show your current residential address and have an issue or expiry date displayed.
- Bank statements, utility accounts or rates notices **must** have been issued within the last six months.

List 1 - Evidence of link between photo and signature

- ☐ **Australian Driver's Licence**
- ☐ **Australian Passport**
- ☐ **Australian Firearm's Licence**
- ☐ **Defence Force/Police Identification card**
- ☐ **Australian Citizenship Certificate** with evidence of residence status
- ☐ **WA Photo Card, Over 18 or Proof of Age Card**
- ☐ **Australian Learner Driver's Permit card**

List 2 - Evidence of operating in the community

- ☐ **Debit or Credit card** (one or the other, not both) issued by a financial institution
- ☐ **Document of Identity** issued by the Passport Office
- ☐ **Entitlement card** issued by the Commonwealth or State Government (Centrelink, Health Care Card, Veteran Card etc)
- ☐ **Full Birth Certificate** issued in Australia (birth extracts not accepted)
- ☐ **Medicare Card**
- ☐ **Naturalisation, Citizenship or Immigration papers** issued by the Department of Home Affairs
- ☐ **Overseas passport** with current Australian Entry Permit
- ☐ **Security or Crowd Controller Licence** (Australian)
- ☐ **Student Identity Document or Statement of Enrolment** issued by an educational institution, including Tertiary (should include photo and/or signature)
- ☐ **Working With Children Check card**

List 3 – Evidence of current residential address

- ☐ **Driver's Licence Renewal Notice**
- ☐ **Financial institution statement**
- ☐ **Motor Vehicle Registration**
- ☐ **Property Lease or Tenancy Agreement**
- ☐ **Shire/water rates notice**
- ☐ **School or other educational report or certificate** less than twelve months old
- ☐ **Utility account** (gas, electricity, home phone, etc)

For further information, visit our website at www.justice.wa.gov.au/bdm or call **1300 305 021** between 9.00am and 4.00pm Monday to Friday.